



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**DATE** : **SEPTEMBER 06, 2013**

**FROM** : **HUMAN RESOURCE OFFICE, USAID ETHIOPIA**

**SUBJECT** : **JOB/VACANCY ANNOUNCEMENT NO. 13/13**

**TO** : **ALL QUALIFIED APPLICANTS**

**TITLE OF POSITION** : **FINANCIAL MANAGEMENT SPECIALIST**

**LOCATION OF WORK** : **US EMBASSY, ENTOTO ROAD**

**HOURS** : **FULL TIME 40 HOURS PER WEEK**

**FINAL FILING DATE** : **SEPTEMBER 20, 2013**

**SALARY:** FSN-10 USD 10,839 to USD 19,515 per annum) depending on the candidate's earning history, qualifications and experience. This position may initially be filled at a trainee level, which is equivalent to FSN-09 (USD 8,149 to USD 14,665).

**MAJOR DUTIES AND RESPONSIBILITIES:** The incumbent serves as the financial core team member representing the Office of Financial Management on one or more of USAID Ethiopia's Program Teams, and provides back-up for the other Financial Management Specialists as needed. As the Team's Financial Advisor, there is extensive independent direct interaction with USAID's outside partners and customers (GFDRE officials, grantees and contractors) to assure fulfillment of USG financial regulations. Responsibilities include financial analysis, reporting (written documentation and verbal presentations), budgeting, activity/program accounting, conducting assessments, audit oversight, financial training, and special assignments as may be required.

**MINIMUM QUALIFICATIONS:** In order to qualify, the applicant must possess the following qualifications:

**EDUCATION:** A Bachelor's degree in Accounting, Finance or Business Administration is required.

**EXPERIENCE:** Three years of progressively responsible experience in professional financial management, analysis, accounting or auditing is required.

**LANGUAGE:** Level IV (fluent) in English and Amharic is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of USAID accounting procedures used in maintaining, reconciling, balancing and closing complex accounts in U.S. Government activities is desirable. This includes knowledge of USAID inputs, disbursement, and accrual accounting. Thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, reporting, and auditing. Ability to analyze numerous accounting records and determine the need for various types or entries and adjustments. This includes recording and balancing accounts and relating the purpose and objective of activities to their costs and fiscal requirements. Ability to detect the financial strengths and weaknesses of activities and to make independent judgments on institutional capabilities and the adequacy of accounting system and internal controls. Must develop and maintain productive contacts with high level officials of the activity implementers such as the GFDRE, grantees and institutional contractors. The ability to present facts and recommendations in a clear and concise manner, both orally and in writing is critical.

Excellent computer skills with knowledge of the internet, Microsoft Word, Excel, Access, and Power Point along with productive calculator and typing speeds are also important.

**APPLICATION & SELECTION PROCESS:** All applicants must submit a completed form {Universal Application for Employment (DS-174) ;} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD THROUGH THIS LINK ([Application for Employment DS-174](#)). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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